



# Safer Recruitment and DBS Policy and Procedure

## Purpose

Dragon Care is committed to safeguarding and promoting the welfare of people we support. This policy sets out the safer recruitment practices used to ensure that all staff, volunteers and agency workers are suitable to work with adults at risk.

## Scope

This policy applies to:

- All employees (permanent, temporary and agency)
  - Volunteers and students
  - Trustees and directors (where applicable)
- Across all Dragon Care services.

## Legal and Regulatory Framework

This policy is informed by:

- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 – Regulation 13 (Safeguarding service users from abuse and improper treatment)
- Safeguarding Vulnerable Groups Act 2006
- Police Act 1997 (as amended)
- Disclosure and Barring Service (DBS) guidance
- Equality Act 2010
- CQC guidance on safer recruitment

## Principles of Safer Recruitment

Dragon Care follows these key principles:

- Safeguarding is central to recruitment decisions
- Fair, transparent and consistent processes are used
- Equality and diversity are promoted
- All recruitment decisions are evidence-based and recorded

## **Roles and Responsibilities**

### ***Registered Manager / Responsible Individual***

- Overall responsibility for safer recruitment
- Ensures recruitment procedures are followed
- Makes final recruitment decisions
- Ensures DBS and barred list checks are completed

### ***Recruiting Managers***

- Carry out recruitment in line with this policy
- Ensure documentation is completed and stored securely

### ***Staff Involved in Recruitment***

- Must be trained in safer recruitment principles
- Declare any conflicts of interest

## **Recruitment Process**

### ***6.1 Advertising***

All job adverts:

- Include a safeguarding statement
- Clearly describe roles and responsibilities
- State that enhanced DBS checks are required

Example statement:

*“Dragon Care is committed to safeguarding and promoting the welfare of adults at risk. All appointments are subject to safer recruitment checks, including an enhanced DBS.”*

### ***6.2 Application***

Applicants must:

- Complete a Dragon Care application form
- Provide a full employment history with explanations for gaps
- Declare criminal convictions and cautions (in line with DBS guidance)

CVs may support applications but do not replace application forms.

### ***6.3 Shortlisting***

- Shortlisting is based on job-related criteria
- Inconsistencies or concerns are explored at interview

### ***6.4 Interviews***

- At least one interviewer is trained in safer recruitment
- Interviews explore:
  - Safeguarding knowledge
  - Attitudes towards people we support
  - Values and behaviours
- Identity is verified using original documents

## **Pre-Employment Checks**

No staff member will begin unsupervised work until all checks are completed.

Required checks include:

- Identity verification
- Right to work in the UK
- Enhanced DBS check (with barred list where applicable)
- Minimum of two references (including most recent employer)
- Verification of qualifications and training
- Full employment history

## **Disclosure and Barring Service (DBS)**

### ***DBS Levels***

- Enhanced DBS checks are required for roles involving regulated activity
- Barred list checks are included where applicable

### ***DBS Assessment***

- DBS information is assessed fairly and proportionately
- A positive disclosure does not automatically bar employment
- Risk assessments are completed and documented

### ***DBS Update Service***

- Dragon Care encourages staff to join the DBS Update Service
- Status checks may be completed annually with consent

## **Starting Work Before DBS Clearance**

In exceptional circumstances only:

- A risk assessment is completed
- The individual is not left unsupervised
- All other checks are completed
- DBS application is in progress

## **Agency Staff and Volunteers**

- Agency staff must provide evidence of safer recruitment checks
- Written confirmation of DBS status is required
- Volunteers and students follow proportionate checks based on role

## **Ongoing Suitability and Re-Checks**

- DBS checks are renewed in line with organisational policy or risk assessment
- Staff must declare any changes in circumstances, including arrests or convictions
- Suitability is reviewed through supervision and appraisal

## **Record Keeping and Confidentiality**

- Recruitment records are stored securely
- DBS information is handled confidentially
- Records comply with data protection legislation
- A single central recruitment record is maintained

## **Equality and Diversity**

Dragon Care:

- Does not discriminate on protected characteristics
- Makes reasonable adjustments during recruitment
- Ensures DBS checks are applied fairly and consistently

## **Allegations and Concerns**

Any concerns arising during recruitment or employment:

- Are reported immediately to management
- Are managed under safeguarding and disciplinary procedures
- May result in referral to DBS where appropriate

## Monitoring and Review

- Recruitment practices are audited regularly
- This policy is reviewed:
  - Annually
  - Following changes in legislation or guidance
  - After safeguarding incidents

Signed on behalf of Dragon Care

**Role:** Operations Director

**Signature:** *Hayley Ostler*

**Date:** 1<sup>st</sup> January 2026

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